

# Kids Central, Inc.

## Job Announcement

<b>Position</b>	Food Services Specialist
<b>Department</b>	Education Services
<b>Location</b>	Administrative Office
<b>Position Reports To</b>	Assistant Exec. Director
<b>Work Schedule</b>	Full-Time, Full-Year
<b>Hourly Wage Range</b>	\$12.19-\$18.47
<b>Grade Level</b>	Non-Exempt
<b>Date Posted</b>	May 10, 2017
<b>Job announcements are posted in-house for five days.</b>	

### Skills/Knowledge Requirements

Associate's Degree and certificate in Food Service Management or Bachelors Degree (preferred) Virginia Early Childhood Certificate or Infant/Toddler Child Development Associate (CDA) Credential and ServSafe Certification is required.
If employee does not have the required credential, the employee must enroll within 90 days of employment in a program that will be completed within one year leading to such a degree/credential as required.
A minimum of two years' experience in supervision of a large scale food production operation meeting USDA Child Care Food Program standards, including hiring, supervision, and training experience.
Strong math and Clerical/bookkeeping skills related to invoicing, receiving and administration of other food service/production documentation.
Strong computer and keyboarding skills. Thorough knowledge of and experience with bulk food purchasing, preparation, and operation of food service equipment.
Experience in menu planning including meeting needs of diverse populations and special diets. Exhibits effective interpersonal and communication skills.

### Physical Requirements/Work Environment

The position requires movement, travel, lifting, and work on a computer station.
Please see complete "Summary of Physical, Sensory, and Environmental Requirements needed to Perform Essential Job Duties" in the Human Resources Office for more information.

Current employees interested in applying for an opening should submit a letter of interest to Allen Couch at  
[allen.couch@kidscentralinc.com](mailto:allen.couch@kidscentralinc.com).

Kids Central, Inc. is an Equal Employment Opportunity Employer.